

Element Performance Inspection (EPI)

2.1.4 Availability (Manuals) (AW / OP)

Purpose of this Element (Air Carrier's responsibility):

To ensure that current manuals are available.

Objective (FAA responsibility):

To determine if the Air Carrier follows its policies, procedures, and controls for Manual Availability.

Specific Instructions for this EPI:

The inspector should accomplish a review of the Air Carrier's manuals availability policies and procedures. The inspector will determine the Air Carrier has furnished copies of the manuals to appropriate ground operations and maintenance personnel, crewmembers, and representatives of the administrator. Each person to whom a manual or sections of the manual are furnished shall keep it current with the changes and additions furnished to that person, and shall have the manual or appropriate parts of it accessible when performing assigned duties.

"Manuals" included in this EPI comprise of manufacturer's manuals, service bulletins, microfilm tapes, manuals on CDs, and any other mediums used.

Related EPIs:

- 1.1.1 Aircraft Airworthiness (AW)
- 1.3.3 Maintenance Facility / Main Maintenance Base (AW)
- 1.3.7 Outsource Organization (AW)
- 2.1.1 Manual Currency (AW / OP)
- 2.1.2 Content Consistency Across Manuals (AW / OP)
- 2.1.3 Distribution (Manuals) (AW / OP)
- 2.1.5 Supplemental Operations Manual Requirements (AW / OP)
- 3.1.2 Flight Attendant Duties / Cabin Procedures (OP)
- 3.1.9 Aircraft Performance Operating Limitations (OP)
- 5.1.1 Line Stations (AW)

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To meet this objective, the inspector will accomplish the following tasks (at the inspection locations where applicable):

1. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information Section of this EPI.
2. Review the associated SAI, with emphasis on the Controls Attribute Section.
3. Review the Manual Availability policies and procedures.
4. Determine Manual Availability.

To meet this objective, the inspector will answer the following questions:

1. Were the following performance measures met:

1.1 Manuals were available to personnel.

☐ YES If no, explain:
☐ NO

1.2 Manuals or parts of the manuals were available to the contract personnel.

☐ YES If no, explain:
☐ NO

2. Were the Manual Availability procedures followed?

☐ YES If no, explain:
☐ NO

3. Were the Manual Availability controls followed?

☐ YES If no, explain:
☐ NO

4. <Deleted>

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SUPPLEMENTAL INFORMATION

SRRs:

- 14 CFR 121.137 (a), “Distribution and availability.”
- 14 CFR 121.360 (b), “Ground proximity warning/glide slope deviation alerting system.”

Other CFRs and FAA Guidance:

- FAA Order 8300.10, Vol. 3, Chap. 37, Sect. 2, Par. 5H “Verify currency of operator’s manual . . . CAS Program.”
- FAA Order 8400.10, Vol. 3, Chap. 15. Sect. 1, Par. 2081, “Distribution and Availability of Manuals.”
- FAA Order 8400.10, Vol. 6, Chap. 2, Sect. 19, Par. 473 “Specific Inspection Practices and Procedures.”
- Federal Register: 60 FR 65832, “Commuter Operations and General Certification and Operations Requirements.” Vol. 60, No. 244, Dec. 20, 1995.
- Refer to Advisory Circulars using a search engine (such as ATP Navigator or Summit).